

## EXAMPLE

### Parent Notification Compliance with P.L. 107-110, Section 1111(h)(6)(B)

To: All Parents  
From: *[Insert school district name]*  
Date: *[Insert date]*  
Subject: Notification to Parents of Teachers Not "Highly Qualified"

As a parent of a student at *[insert school name]*, you have the right to know if your child has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet the Federal requirements of "highly qualified." According to the No Child Left Behind Act of 2001 [P.L. 107-110, Section 9505(23)], a highly qualified teacher is one who:

- Has obtained a Bachelor's degree;
- Has demonstrated competency in the subject area assigned to teach;
- Has obtained full State certification as a teacher or has passed the State teacher licensing examination; and
- Has not had certification or licensure requirements waived on an emergency, temporary, or provisional basis.

This notice is to inform you that your child has been assigned to or taught by the following teacher(s) who does not currently meet these requirements:

*[Insert teachers by name.]*

If you have any questions regarding this notice, please contact *[insert contact person's name]* at *[insert telephone number]*.